



Department of Special Education

State Complaint Office
51 N Street, N.E. – 7th Floor
Washington, DC 20002

Main #: 202-727-2824

Fax#: 202-330-5539

www.osse.dc.gov

SPECIAL EDUCATION STATE COMPLAINT FORM

This is the State Complaint form that the Office of the State Superintendent of Education (OSSE), Department of Special Education has developed in accordance with State and Federal requirements. The special education complaint system is designed to ensure that all students with disabilities are provided a Free and Appropriate Public Education (FAPE) under the Individuals with Disabilities Education Act (IDEA). If upon analysis of a request a complaint is opened, a complaint investigation will commence and be completed within sixty (60) calendar days of receipt of all required information.

Return completed form to: Office of the State Superintendent of Education
Department of Special Education – State Complaint Office
51 N Street, N.E. – 7th Floor
Washington, DC 20002
Phone: 202-727-2824 Fax: 202-330-5539

Student's Name: _____ Date of Birth: _____ Student ID #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

In the case of a homeless student, please include any available contact information

Has the student been determined eligible for special education services? _____ Yes _____ No

School the student is currently attending: _____

School where alleged violation occurred, if different: _____

Check One: _____ High School _____ Middle School _____ Elementary School _____ Other: _____

Parent/Guardian Information:

Parent/Guardian Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number(s): (day) _____ (evening) _____

Statement of the violation:

(please attach additional pages to this document if needed to state the violation)

Proposed remedy to address the problem: _____

Signature of Complainant: _____ **Date:** _____

Please Note: If complainant is not the parent of the student, as defined under IDEA and D.C. Law, a release of information form, signed by the parent or legal guardian, must be provided to the State Complaint Office in order to share personally identifiable information about the student or the complaint.